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DD/S 64-0623
DDTS REGISTRY
FILE (Relocation components)
30 JAN 1964

MEMORANDUM FOR: Deputy Director for Support

ATTENTION :

[Redacted Box]

SUBJECT : Possible Relocation of the Office of Personnel

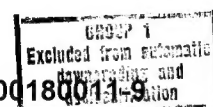
1. This memorandum is for your information.

2. The proposal outlined below assumes that a decision to relocate the Office of Personnel elements now in Headquarters Building cannot be avoided because of the compelling and urgent requirements of other activities competing for space in the building. I am sure that you are aware of the many reasons why relocation of the Office of Personnel from the Headquarters Building would be most undesirable. For the record, however, I would like to summarize them. Such a move would result in severe losses in efficiency and effectiveness which we believe will in the long run reverse the progress we are now making toward an integrated, Agency-wide personnel program and reduce the ability of the Director of Personnel to influence and monitor the implementation of the Agency's personnel policies and mechanisms. In the past two years, we have made encouraging advances in establishing close working relationships with the offices we serve and in gaining their confidence and cooperation. This is not entirely due to our physical location, of course. It reflects changes in the Agency's management philosophy and practices, but we believe that our accessibility for immediate consultation and service has been a significant factor. The realities of the situation are that people will not be inclined to seek our advice or our services if we are not on hand to provide them. If relocation is necessary, we believe that in time the operating components will establish their own mechanisms within their respective organizations to meet their own needs as they see them and that uniformity and consistency in the application of Agency personnel policies and standards will be at a minimum.

3. I can assure you that if it becomes necessary to relocate the Office of Personnel, we will make every possible effort to accommodate to the situation and provide the best service we can under the circumstances. The plan outlined below is aimed toward retaining in Headquarters Building not those functions which are necessarily of greatest importance but those services which might almost as well be eliminated if they are not provided where the bulk of the Agency's employees are located. In addition, we have provided for retaining an office for the Director of Personnel and a small staff group representing the principal personnel functions to provide "at hand" assistance. We also propose that most of the Office of Personnel be centralized at a single point outside of the building but would except from

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this requirement certain functions which may operate separately without significant effect on their efficiency or effectiveness.

a. RETAIN IN HEADQUARTERS BUILDING

(1) We propose to retain the space now allocated to the office of the Director of Personnel or space essentially like it in physical layout. This amounts to 2,238 sq. ft. It would be helpful, but not essential, if we remained in our present location, to retain the two conference rooms (500 sq. ft.) which do not seem to us to be usable as office space.

(2) We propose to leave the Credit Union (2,880 sq. ft.) and the Central Processing Branch (2,024 sq. ft.) in the building and to locate with these activities two Insurance Branch representatives to receive claims and payments and to issue application forms, etc. We would also retain in Headquarters Building the Recreation Office which occupies approximately 200 sq. ft. of corridor space in the cafeteria area, which we have not included in the total shown below.

TOTAL SPACE TO BE RETAINED ----- 7,642 sq. ft.

b. REMOVE FROM HEADQUARTERS BUILDING

Administrative Staff	*638 sq. ft.*
Benefits and Services Division	2,285
Clandestine Services Personnel Division	1,990
Contract Personnel Division	950
Personnel Operations Division	8,170
Storage Room	130
TOTAL SPACE TO BE VACATED	<u>13,526</u> sq. ft.

* Space included in OD/Pers. ⁶³⁸ Additional square feet would be needed at new location.

c. If possible, we propose to centralize at one location all elements of the Office of Personnel outside of Headquarters Building except the following:

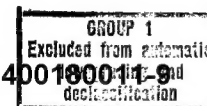
Washington Recruitment Office: Retain at 1016 16th St.
 Personnel Recruitment Division (except WRO): Retain at Broyhill Bldg.
 Clerical Assignment Branch/POD and IAS: Retain at 1016 16th St. or relocate with related OTR elements.



Emmett D. Echols
 Director of Personnel

*Approved in draft
 by Mr Echols.*

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